

RECORDS DISPOSITION SCHEDULE 36

LOCAL HOUSING AUTHORITY FINANCIAL REPORTS

This schedule covers Headquarters Finance and Accounting copies of Local Housing Authority financial reports. (This was PHA 2667.)

Item No.	Description of Records	Disposition
1.	Preliminary Loan Contracts (Reports). HUD-52601, Balance Sheet, Preliminary Loan Period. HUD-52602, Statement of Preliminary Planning Cost.	Retire to the Federal Records Center 3 years after loan has been repaid, canceled, or a lien established. Destroy 7 years thereafter. (NARA Job II-NN-3585, item 1)
2.	Annual Contribution and Administration Contracts (Reports). HUD-52595 , Balance Sheet. report. Destroy HUD-52596 , Statement of Income and II-NN-3585, Expenses and Changes in Accumulated Surplus or Deficit from Operations. HUD-52599 , Statement of Operating Receipts and Expenditures. HUD-52266, Statement and Voucher for Accruing Annual Contributions. HUD-52435, Statement and Voucher for Accruing Annual Contributions (For Non-Permanently Financed P.L. 671 Projects). HUD-52603 , Statement of Initial Operating Income and Expense. HUD-52267, Computation of Payments in Lieu of Taxes. HUD-52555, Statement of Expenses Incurred for Public Services to Which the Projects are Entitled Under the Provisions of the Cooperation Agreement. Local Housing Authority Journal Vouchers.	Retire to the Federal Records Center 3 years after period covered by the 7 years thereafter. (NARA Job item 2)

